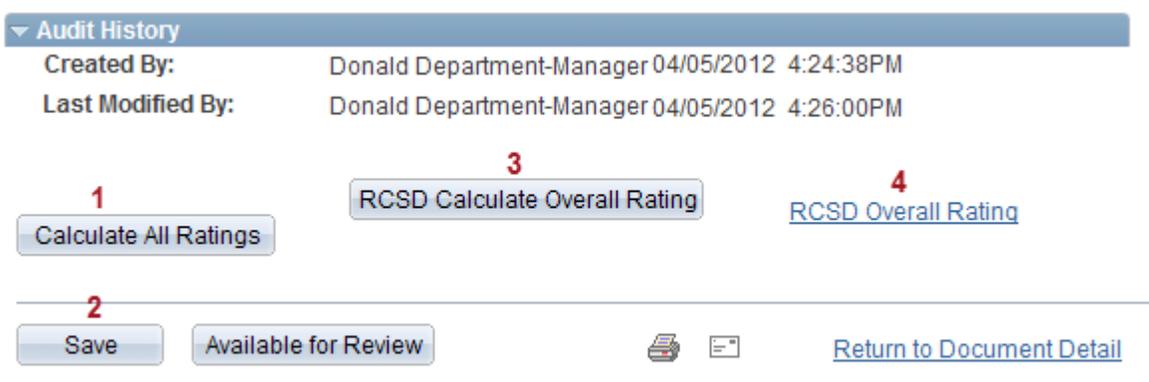


1.0 SCOPE

- 1.1 This procedure describes the steps necessary to have the PeopleSoft system calculate the suggested evaluation rating for teachers who are using the Traditional 2004 Rubric.

2.0 PROCEDURE

- 2.1 Scroll to the bottom of the Traditional (2004 Rubric) performance document for the employee whose performance document you need to calculate the ratings.



- 2.2 **Calculate Performance Rating.** Just below the *Audit History* section are several buttons that can be used to calculate the teacher's overall performance score. To have the PeopleSoft system calculate the overall rating, follow the 4 steps described below. Note that any time a domain element rating is changed, you must repeat these 4 steps to recompute an accurate score for the employee performance document. For your reference, numbers have been added to the screen shot above that correlate to the steps that follow.

- 2.2.1 Click on the **Calculate All Ratings** button. While the system is performing the calculations, you will notice a pinwheel spinning in the upper right hand corner of your PeopleSoft window. 
- 2.2.2 Click on the **Save** button to save the performance document. As above, you may notice the pinwheel while the save operation is completed. When the save has completed, you will be returned to the top of the performance document.
- 2.2.3 Scroll down to the bottom of the performance document and click on the **RCSD Calculate Overall Rating** button to calculate the composite score.
- 2.2.4 Click on the [RCSD Overall Rating](#) link to view the overall rating for the employee. This is necessary to populate a custom table with the composite scores. The summary page will show the Overall rating that has been computed for this teacher.



- 2.3 If you are not satisfied with the system calculated overall rating, scroll back up to the *Overall Rating* section, as shown

▼ **Section - Overall Summary**

Summarize the performance and professional development of the employee. If applicable to the bargaining unit of this employee, utilize language from the evaluation rubric.

L1-Unsatisfactory
 L2-Below Prof. Standards
 L3-Meets Prof. Standards
 L4-Proficient
 L5-Distinguished

Rating:

[Override](#)

Comments:

- 2.4 Click on the [Override](#) link.

▼ **Section - Overall Summary**

Summarize the performance and professional development of the employee. If applicable to the bargaining unit of this employee, utilize language from the evaluation rubric.

L1-Unsatisfactory
 L2-Below Prof. Standards
 L3-Meets Prof. Standards
 L4-Proficient
 L5-Distinguished

Rating:

Comments:

- 2.5 The overall rating buttons will be activated, which will enable you to click the radio button for your final rating.



- 2.6 ***If you override the system calculated rating, the system will no longer calculate the overall rating for you. You are now responsible for assigning the overall rating for this teacher's evaluation.***

- 2.7 In this example, we've decided that a final rating of *L2-Below Prof. Standards* is a more appropriate rating than the *L3-Meets Prof. Standards* that was calculated by the system.

- 2.8 Click on the **RCSD Calculate Overall Rating** button and the [RCSD Overall Rating](#) link so that the overall rating page is updated with the changed rating.

*** End of Job Aid ***